



# Holbrook Academy

## Photo Permissions Form for Students

July 2024

Dear Parent / Carer,

At Holbrook Academy, we sometimes take photographs of students. We use these photos on the Academy's website, in promotional materials, newsletters, in newspaper articles and on display boards around Academy.

We would like your consent to take photos of your child, and use them in the ways described above. If you are not happy for us to do this, that's no problem – we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school.

- I am happy for the Academy to take photographs of my child.
- I am happy for photos of my child to be used on the Academy website.
- I am happy for photos of my child to be used in the promotional materials.
- I am happy for photos of my child to be used in internal displays.
- I am happy for photos of my child to be used in newsletters.
- I am happy for photos of my child to be in newspaper articles.
- I am **NOT** happy for the school to take or use photos of my child.

If you change your mind at any time, you can let us know by emailing [office@holbrookacademy.org](mailto:office@holbrookacademy.org), calling the Academy on 01473 328317, or by visiting the main office.

If you have any other questions, please contact the main office.

Signature of Parent/Carer: ..... Date: .....

Name of Student: .....

## Conditions of Use

1. This form is valid for the period of time your child attends the Academy, plus one year after they leave, to enable us to publicise the work of final year students. The consent will automatically expire after this time.
2. We will not knowingly re-use any photographs or recordings for more than one year after your child leaves the Academy.
3. If we use photographs of individual students or small groups of students, we will avoid using the full name (which means first name **and** surname) of that child in the accompanying text or photo caption. **Please note that the media are likely to use first names and surnames in their publications/ broadcasts.**
4. We will not include personal e-mail or postal addresses, or contact numbers on video, on our website, or in other printed publications.
5. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
6. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.